



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

September 1998
Volume 2, Number 4

bea-con (bē-kōn) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

Increased Security in Federal Buildings

by Glen Durst

Telephone: 202-720-3551

As you may have heard or read, on August 20, the U.S. bombed sites in Afghanistan and the Sudan in retaliation for the bombing of two American embassies in Africa. As a result of the U.S. bombings, security procedures have been heightened in Federal facilities in the greater Washington, DC area. Within the USDA Headquarters Complex, parking restrictions are being tightened and roving exterior patrols around buildings are being increased. In addition, security guards are required to touch each employee's ID badge and visitors must pass through a magnetometer and have hand-carried items x-rayed.

Most of FSIS office facilities outside of Washington, DC are either in General Service Administration (GSA) owned or leased facilities. Security procedures may vary within each GSA region. For example, there has been increased security in our offices in Atlanta and Philadelphia, while no apparent changes in security have been instituted in Dallas or Des Moines.

Security in federally-inspected meat, poultry, and egg products plants

remain at the discretion of plant management. To date, no increased security measures have been reported to us.

To guard against potential terrorist attacks within the U.S., increased security measures may become permanent. We will keep you apprised of further developments in future editions of this newsletter.

OCCUPATIONAL SAFETY AND HEALTH

Industrial Hygiene Services

by Laurie Segna

Telephone: 202-720-7773

I was recently hired by the Environmental, Health and Safety Branch (EHSB) to provide industrial hygiene services as well as environmental support for the Agency. Industrial Hygienists are trained to recognize, evaluate, and control chemical, physical, and biological workplace hazards. My initial assignments for activities in meat, poultry, and egg products plants include:

- monitoring and evaluation of air contaminants (with emphasis on chlorine, chloramines, carbon dioxide, and dust);
- development of a heat stress management program;
- identification of respirator users and subsequent development of an FSIS program; and

- the review of FSIS hard hat/bump cap requirements in light of the new OSHA personal protective equipment standard.

If you feel you have the need for the services of an industrial hygienist, contact your Field Safety and Occupational Health Specialist, who act as the liaison between field employees and the EHSB Washington staff.

Biological Safety Committee

by Tom Wright

Telephone: 202-720-3845

In 1996, the Department's Office of Inspector General, as part of its ongoing review of employee safety and health and environmental programs, conducted an audit of biological material and waste management controls and practices. The review focused on the Department program as well as three USDA agencies, including FSIS. The review concluded that the Department and the three agencies did not have adequate management control systems. The OIG also recognized that there are few Federal laws and regulations governing handling, storing, and disposing of biological agents and waste.

An ad-hoc Biological Safety Committee was appointed to review the audit and to recommend corrective actions to the Assistant Secretary for Administration.

Representatives from the audited agencies as well as other USDA agencies handling biological agents participated. The committee's recommendations included:

1. Appointment of a USDA Biological Safety Officer and providing one technical support person.
2. Establishment of a permanent Biological Safety Committee.
3. Development of Department-wide biological safety policy.
4. Funding for staff and program operations provided by agencies having biosafety activities.

The Assistant Secretary for Administration concurred with the committee recommendations. To date, recommendations 1 and 2 have been completed. Russell Rowe has been appointed the USDA Biological Safety Officer. Tom Wright is the FSIS representative on the Committee. The Committee is completing the first phase of the Department-wide biological safety policy. The first part will address laboratory operations including the requirements for facilities transferring or receiving select agents. Non-laboratory operations will be addressed next. Agreement on the funds to be provided by each agency is still being worked out.

Air Contaminant Survey

by Harry Thompson

Telephone: 214-767-9124

Laurie Segna

Telephone: 202-720-7773

On July 28 & 29, 1998, Harry Thompson and Laurie Segna conducted an air contaminant survey at a poultry processing plant in Natchitoches, LA.

The purpose of the onsite visit was to investigate the cause of eye and respiratory symptoms reported by inspection personnel. The surveys included:

- a review of the chlorination system, water distribution, and

facility chlorine monitoring records;

- a ventilation system assessment to evaluate dilution air flow and distribution in the evisceration area; and
- area sampling for suspect air contaminants, (chlorine, chlorine dioxide, and formaldehyde; and water testing (for free available chlorine and chloramines).

None of the area samples for chlorine, chlorine dioxide, and formaldehyde exceeded the OSHA permissible exposure limits. However, airborne concentrations of chlorine were significantly reduced from those measured during a May, 1998 survey. This is believed to be the result of a change in air distribution and an increase in fresh make-up air. Water testing showed that the chloramine concentration was in the typical range for potable drinking water and free available chlorine was consistent with the facility records (20 ppm).

The suspected cause of respiratory symptoms described by the inspectors is believed to be a combination of chlorine compounds present in the superchlorinated rinse water. Effective ventilation is necessary to keep contaminants to a minimum.

It was recommended that the quantity, quality, and distribution of the present dilution air provided be evaluated by a professional engineer. In addition, a procedure for identifying chloramines in air needs to be developed to better assess exposures. A method for doing so has been tested in France. The feasibility of using this method in poultry plants is being investigated by the FSIS Western Laboratory.

Poultry Slaughter Plant Air Quality Survey

by G. Ray Kobaly

Telephone: 404-562-5961

On July 13 and 14, 1998, I conducted an in-depth survey and review of an alleged chlorine problem in a poultry slaughter plant in Georgia. Inspectors complained of irritation at the start-up of the day shift, right after the equipment was cleaned and the plant began operations. Many cleaning compounds contain acid and caustic components that can cause the reported symptoms. If sufficient ventilation is not provided in these areas prior to the startup of operations, then the compounds may cause these types of complaints. It was recommended to and accepted by plant management to operate additional exhaust fans in the farther processing section of the plant for approximately 30 minutes prior to the startup of the plant to remove any air contaminants that may be lingering in the air from the cleanup of the equipment.

In addition, personal monitoring for chlorine exposures during the processing shift was conducted. All readings indicate that levels are below the Occupational Safety and Health Administration's Permissible Exposure Limit.

Safety Decals Self-Certification Program

by Betsy Kogan

Telephone: 202-720-9968

As you may know, before the June 1997 FSIS field reorganization, the five Regions each managed a Safety Decal program to recognize injury-free periods of time (5, 10, 15 years, etc.) and to recognize membership on safety committees. The National Joint Council requested that this program be continued for all frontline FSIS inspection personnel (GS-701's and 1863's). The Administrative Services Division (ASD) has agreed to administer this program.

Because of different geographic boundaries of the new districts and differences in the Regions' management of the Safety Decal program, there is no database that will provide the necessary information for carrying out a national program. Thus, the procedure for awarding Injury-Free Decals has been changed to a self-certification system administered by the Environmental, Health and Safety Branch (EHSB) in ASD.

According to FSIS Notice 27-87, Occupational Safety and Health Awards, the Agency will award decals to inspection personnel who work injury- or illness-free in a plant/establishment during a 5-year period, and decals are available in 5-year increments through 30 years. In addition, FSIS provides Safety Committee members with a separate decal to recognize their contribution to promoting the importance of safety and safe working conditions.

A letter was sent in August to all eligible employees to collect the information necessary to administer the decals. Employees who wish to receive an Injury-Free Decal need only complete the form and return the postage paid mailer. The Safety Decal database being maintained by the EHSB will be updated through the CA-1/CA-2 injury and illness reporting system. When an employee reaches a 5-year increment of injury/illness free service, the appropriate decal will be sent. You may contact me if you are eligible to receive the safety decals and did not receive the self-certification letter.

Multi-District Safety Committee Meeting - June 3-4, 1998

by Harry Springfield
Telephone: 215-597-4219, x-126

The Multi-District Safety Committee meeting for the Districts of Albany, Boston, Greenbelt, and Philadelphia was held on June 3 - 4, 1998 in the Boston District. In attendance were

Dana Broussard, SVMO, Boston District; Alfreda Dennis, FI, Greenbelt District; Augustus Fricker, SVMO, Philadelphia District; Daniel Lessard, FI, Boston District; Tom Lightner, FI, Philadelphia District; James O'Malley, FI, Philadelphia District; Christopher Robinson, SVMO, Greenbelt District; Raymond Walty, SFI, Albany District; and Tom Wright, FSIS Safety and Health Manager of the Environmental, Health and Safety Branch. Also in attendance were Eldon (Skip) Sharpley and William K. Rocheleau of the Mid-Atlantic and Northeast Council of Food Inspection Locals, respectively.

The following Committee members made presentations on Safety and Occupational Health related issues:

- Dana Broussard - A comprehensive slide presentation was given on the safety and occupational health issues facing the Boston District. Discussion was conducted on methods of resolution to some of these problems.
- Alfreda Dennis - Delivered a presentation on general safety and occupational health issues and how the Temperanceville, Va. Circuit Safety Committee is dealing with these issues.
- Augustus Fricker - Delivered presentation, and discussed FSIS Form 4791.24 Safety and Health Inspection Checklist for Plant Facilities, and the dynamics involved in performing a safety and health assessment of a plant facility.
- Christopher Robinson - Delivered a presentation and report on feedback he received from the Baltimore, MD, and Smithfield and Temperanceville, Va. Safety Committees concerning their Safety Committee training needs.
- Tom Lightner - Delivered a presentation on the activities of the Lemoyne, East Berlin, and Sunbury, Pennsylvania Circuit Safety Committees.

- Raymond Walty - Delivered a presentation concerning the use of ozone technology in meat and poultry plants.
- Tom Wright - Facilitated the meeting and delivered a presentation on general safety and occupational health issues, which included presentation of videos on the subjects of Lockout/Tagout, "Controlling the Beast", Defensive Driving, "Prepared for the Worst", and Workplace Violence, "Taking Control of Workplace Violence"

1998 Safety Poster Contest

The Multi-District Safety Committee announces that the theme for the 1998 Multi-District Safety Poster Contest for the Districts of Albany, Boston, Greenbelt, and Philadelphia will be:

The Use of Personal Protective Equipment

Remember, only black and white posters, completely hand-drawn and submitted by the entrant are acceptable on 8 1/2" x 11" plain paper. All posters should be submitted by close of business October 31, 1998. The employee's name, district, and circuit should appear on the back of the poster. Keep in mind that last years winners received spot awards for their efforts.

Send your poster to:
Harry E. Springfield Jr.
Field Safety and Occupational Health Specialist
USDA, FSIS, ASD, EHSB
701 Market Street, 2-B South
Philadelphia, PA 19106-1516

The next meeting of the Multi-District Safety Committee for the Districts of Albany, Boston, Greenbelt, and Philadelphia will be held November 4 - 5, 1998.

REMEMBER! DON'T LEARN ABOUT SAFETY BY ACCIDENT.

Workplace Violence Assessment Team

by John Campbell

Telephone: 202-720-0541

One of the initiatives of FSIS workplace violence program is an assessment team. Four employees will be assigned pagers with toll free numbers that can be accessed twenty four hours a day. The team will be responsible to assess each alleged or possible workplace violence incident and decide how to best handle the situation in an attempt to resolve the issue before it escalates. There will also be a response team who will, with training, go to the site to get resolution and/or mediate the situation until the appropriate personnel can be brought in to handle the matter.

A notice is being prepared along with an all employee's letter explaining the new program and listing the assessment team's pager numbers. Personnel in the Districts will be instructed to notify their immediate supervisors/managers or call the District Office, which will have 24-hour coverage to assist in these situations.

The FSIS workplace violence assessment team is John Campbell, Coordinator, Roslyn Robinson, Milo Christianson, and Robert Holloway. This team will assist managers and supervisors when they are in a particular situation and follow-up on situations that have not been resolved.

When the assessment team receives a call on their pager concerning a potential workplace violence situation, they will return the call immediately to get all the information; such as what happened, who was involved, where it happened, when it happened, apparent cause, and how it happened. They will then determine, with assistance from the appropriate people, the action to take. The pager numbers to contact

the assessment team are 1-888-894-6217 or 1-888-894-5908.

Preventing workplace violence is everyone's responsibility. Make sure you do your part, by treating every person fairly and with dignity and respect.

SUPPLIES

New Toll-Free Number for Sampling Supplies

by Robyn Johnson

Office of Public Health and Science
Eastern Laboratory

Telephone: 706-546-3576

The new toll-free number for requesting sampling supplies from the three FSIS laboratories is now operational. The number is:

1-877-709-1982

The PhoneMail™ system will guide you through the information needed for ordering supplies. The complete message is found in Attachment 1 of this newsletter for your reference. To enable the laboratories to correctly and completely fill all requests, please remember to include the following critical information:

- The establishment number with all letter designations where the supplies are to be shipped, e.g., 00332M, 00270P, or 244LM. The laboratories use this number with letters as a shipping code. If we do not have the correct number and letters, we cannot ship your supplies or your shipment will be delayed while we search for the correct code.
- For the salmonella pre-implementation/compliance HACCP testing, please specify what product type you are sampling, i.e., ground beef, swine carcass, etc.
- Check the sample submission form for laboratory assignment

to determine which laboratory to request supplies from. This is critical for the salmonella pre-implementation/compliance HACCP sampling. If you receive supply kits from the wrong laboratory, you will receive the wrong shipping airbill, and if you ship with this airbill to the wrong laboratory, the sample will be discarded (code 39, sent to the wrong laboratory). You will then be issued more forms to make up for the discards.

We thank you for your continued cooperation.

1999 Calendars Are Now Available (New Item Numbers)

by Pete Bridgeman

Telephone: 202-720-5743

All of the 1999 Calendars are now in stock in Landover. While 1999 Wall Calendars have already been mailed out to every plant and office in FSIS, any other calendar needs, or any additional Wall Calendar needs, may now be filled. The new numbers consist of the number you find in the catalog, preceded by a "9" (except for the Pocket Planners, see Attachment 3). If you just write the number from the catalog, you will get a 1998 Calendar. Supplies of 1998 Calendars are limited. But we have plenty of the 1999's in stock. The new numbers for 1999 calendars can be found in Attachment 2.

"Units of Issue" Key

We have been asked to provide a key for the Units of Issue in the Landover Catalog. The "unit of issue" listed with each catalog item is the minimum unit you can obtain. EXAMPLE: If the unit of issue is designated DZ, you cannot obtain 1/2 DZ, or 6 EA, the smallest quantity you can obtain is 1 DZ. The units of issue key is as follows:

EA = Each
HD = 100

DZ = Dozen
 PR = Pair
 BX = Box
 BT or BTL = Bottle
 SE = Set
 BK = Book
 PD = Pad
 TU = Tube
 RM = Ream
 CK = Cake
 PT = Pint
 BG = Bag
 SH = Sheet
 RO = Roll
 PG or PKG = Package

Forms for Field Use Now Available from Minneapolis

Some forms that are not available from Landover in smaller units of issue than Packages of 50 or 100 are now available in smaller quantities through the Personnel Operations Branch, Minneapolis, by calling 1-800-370-3747, Ext. 2609 or 2610. The forms available for this purpose are listed in Attachment 2.

MAIL MANAGEMENT

Home Address Updates

by Marlene Jankel
 Office of Field Operations
 Chicago District Office
 Telephone: 630-620-7474

Recently, some of the mail being sent out by this office has been returned by the Post Office as undeliverable. While updating my records for the Chicago District Office emergency contact file, I noticed that I was receiving back many pen and ink changes to employee addresses.

We wish to remind all FSIS employees about the Employee Address form (AD-349). A copy for your information is found in Attachment 3. This form is used to mail out employee pay and TSP statements as well as used to generate Internal Revenue Service W-2 forms. You may need to

review the address label on correspondence sent to your home address to verify that all address information is correct. This will ensure that you receive all Agency mailings in a timely fashion.

Headquarters personnel may contact the Human Resources Division on 720-4827 for more information. Field employees should contact the Personnel Operations Branch in Minneapolis on 612-370-2000.

PERSONAL PROPERTY MANAGEMENT

Headquarters Training/Property Management Guide

by Tammy Ladd and Yvette Bamiro
 Telephone: 202-720-4993

To better serve our customers, the Personal Property, Motor Vehicle and Supply Section is pleased to announce a training program that will enhance headquarters personnel's knowledge in the area of personal property management. We have requested input from each Program in headquarters for topics of interest that they would like us to cover in the training, in addition to the topics we plan to cover, such as Terminology, Responsibilities, Reporting Property, Transfer of Property and Maintaining Property Inventories. The information you provide will help us to determine better ways to support you and to enhance existing procedures.

We plan to kick off the first meeting towards the end of September. We are also working on adapting the Property Management Guide currently being used by Field Offices for Headquarters use as a guideline. This guide will provide step-by-step instructions on completing all property-related forms and outline basic property management procedures. If you have any topics of interest that you would like to be addressed in the

training, please contact us at the above number.

Field Offices

by Vikki Beaty
 Telephone: 202- 720-4413 or
 1-800-714-8335

All field offices should have a copy of the FSIS Personal Property Management Guide. This guide provides information and guidance to office managers and property custodians on the procedures required to acquire, manage, transfer, and dispose of all types of government personal property. This "how-to" Guide addresses procedural requirements, from the moment of recognition of a need to the point where property items are no longer needed by an activity, FSIS, USDA, or the government, and what to do with it. If you have any questions, concerns, have a special need for assistance, or need a copy of the Guide, please call Vikki Beaty at the numbers listed.

ENVIRONMENTAL MANAGEMENT

Environmental Justice

by Victor Randecker
 Telephone: 202-205-0428

I have been designated as the FSIS Environmental Justice Coordinator. My designation is part of the Department's program to ensure that minority and low income communities are not adversely impact by Federal agency programs or activities. In future issues of the *ASD Service Beacon*, I will discuss the USDA Environmental Justice Program and the impact of this activity on FSIS.

DIRECTIVES MANAGEMENT

Recent Agency Issuances

by Mary M. Wissman

Telephone: 202-720-8287

The following notices and directives have been issued since the August 1998 edition of the *ASD Service Beacon*. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendesk and from the "Agency Issuances" public folder in the Exchange mail system (Outlook).

Notice 25-98 (7/23/98)
Shuttle Service Schedule Change

Notice 26-98 (7/23/98)
Employee Length-of-Service
Recognition March 1998-June 1998

Notice 27-98 (8/5/98)
Submitting FSIS Forms 5110-1 and
5110-1T, Services Rendered

Notice 28-98 (8/5/98)
Fiscal Year 1998 Pay Periods and
Official Payday Dates

Directive 7270.1 Revision
1(8/13/98)
Sampling and Testing Procedures
for Raw Poultry Products Labeled
"Fresh"

Directive 10,230.5 Amendment 1
(7/29/98)
Self-Instruction Guide for Collecting
Raw Meat and Poultry Product
Samples for Salmonella Analysis

Directive 10,240.2 (8/6/98)
Microbial Sampling of Ready-to-Eat
Products Produced by
Establishments Operating
Under a HACCP System

Directives and notices are distributed automatically to applicable Agency employees and offices. Additional copies are available from the Printing and Distribution Section of the

Paperwork Management Branch,
Room 0157-S; Telephone: 202-720-4661.

FORMS MANAGEMENT

A Form By Any Other Name Is Still A Form.

by Daniel T. Brookings

Telephone: 202-690-1124

As access to computers increases and the workforce becomes more aware of electronically generated forms and the often-endless possibilities they represent, the demand for these forms will increase. Computers and design software are more available than ever before and with them has developed the misconception that certain formats developed on the computer are not forms and need not be managed. *A form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information regardless of media.*

Forms management principles apply to *both* electronic and manual forms. Consequently, forms managers are finding their job of creating, revising and managing forms becoming more complex as a direct result of the increased use of electronically generated forms and the many potential problems the manager must address. Electronic forms analysis and design is a continuing process that does not end when the system becomes operational.

We readily identify Agency forms by their prefix; i.e. **FSIS** FORM 3530-4 (10/94). FSIS forms which are converted from paper to electronic formats are assigned the same form number as their paper counterpart. Any "form" that has not been officially approved and assigned an official form number is a bootleg form. Unofficial or bootleg forms that impact on bargaining unit employees cannot be used without

consultations or negotiations with the appropriate union official. Bargaining unit employees are not required to complete forms that do not contain an official form number (except in certain locally prescribed situations).

Some Agency non-form items are given form numbers to aid in easy identifications, and warehousing, i.e. contracts, visual measuring aides (FSIS FORM 6000-14 and FSIS FORM 6000-15), posters (FSIS FORM 1000-5, Visions, Values and Beliefs), letterheads or envelopes.

Surveys, worksheets, logs, checklists, itineraries, assignment lists and form letters also fall under the definition of a form: *"a fixed arrangement of captioned spaces designed for entering and extracting prescribed information regardless of media."* Of particular importance would be a "survey" or any "form" sent to recipients in the public/private sector since these forms must first be reviewed by the Office of Policy, Program Development and Evaluation for clearance. Forms and Reports Section is concerned that unauthorized forms may be used in representing the Agency in litigation and create an adverse situation for FSIS.

Any "form" representing FSIS and sent outside of the Agency should be cleared through Forms and Reports. If you need additional information or clarification, please call the Forms and Reports Section on 202-690-1124.

The Forms Environment is Changing

by Toni Calderone

Telephone: 202-720-5372

To stock or not to stock a paper form is the current question for the Forms and Reports staff, and various program officials. The forms environment is changing in FSIS. Currently, we are moving back and forth between a paper

environment and an electronic one. Our goal is to make electronic forms more accessible to FSIS employees. The technology is available to some FSIS employees now. With the availability of electronic forms, the format, procedures, usage, and stocking quantities are going to rapidly change. This will have an impact on future reprinting and dissemination of forms. Each paper version with a corresponding electronic version will have to be carefully monitored and analyzed before reprinting and restocking in the Consolidated Forms and Publications Distribution Center (CFPDC). The electronic forms environment will improve our efforts to reduce paperwork, paper stock and paper orders throughout the agency. Current forms will be immediately accessible when needed. Backorders won't exist for electronic forms. The advantages the electronic environment offers are exciting and far-reaching for the Agency. Meanwhile, it is playing havoc on restocking paper versions of FSIS forms. All current forms, used by the Agency, will continue to be available at their designated stocking point. Some forms will also be available in an electronic format.

The Forms and Reports staff has designed and obtained approval on the electronic forms listed in Attachment 4 for use with FormFlow Filler Software. These forms will be part of the Field Automation and Information Management (FAIM) staff's electronic forms initiative for the field. When the FAIM staff

implements their initiative, these forms will be released for agencywide use.

PROCUREMENT

Purchase Card Program Update

by Janet Elm

Telephone: 202-720-0572

The current contract with US Bank (formerly Rocky Mountain) will expire on November 30, 1998. A new contract has been awarded to Nations Bank effective December 1, 1998. All purchase cards and convenience checks will expire November 30.

On September 1, 1998 we will send out new applications along with a survey regarding the purchase card program. These documents will be mailed to all current purchase card and convenience check holders. If you wish to continue as a purchase card and/or convenience check holder, the application should be completed and returned to ASD by October 15.

Attention All Cardholders in Headquarters: please remember to change your management code in the PCMS Profile Accounting on October 1 to reflect FY99.

FACILITIES MANAGEMENT

Update: South Building 3rd Wing Renovation

by Jo Patterson

Telephone: 202-720-3033

The contract was awarded on July 30, 1998 to Hensel Phelps Construction Company for the renovation of the USDA Headquarters South Building in Washington, DC. There will be a loss of 40 to 45 parking spaces in Court 3. A new parking layout has been prepared and the Department's parking coordinator will be sending out notices for re-assignment. In addition, the Wing 3 C Street entrance will be closed, and barricades of Wing 3 will be as sound proof and dust proof as possible. To minimize disturbance to building occupants, the majority of high noise producing work will be performed at night. At some point, the cafeteria entrances at Wing 3 will be closed. The stair at the north end will remain open for access to the sub-basement and the Mini Mall will not be affected. A temporary stair will also be added at the South end of the cafeteria to Court 2 for fire safety and the elevators will be accessible at each end.

To comment on this newsletter or to submit an article for publication, please e-mail, write, or fax:

Kevin Dressman
Editor, ASD Service Beacon
USDA, FSIS, ASD
Room 2944 South
Washington, DC 20250-3700
Fax: 202-720-7124

Field Service Laboratories Supply Line Message
1-877-709-1982

You have reached the sampling supply line of the USDA, FSIS field service laboratories. If supplies are needed for a specific sampling program, please refer to your sample request form, which identifies the appropriate lab to contact. After selecting the lab, leave your message to the tone.

For the Eastern Laboratory in Athens, GA, press **1**.
For the Midwestern Laboratory in St. Louis, MO, press **2**.
For the Western Laboratory in Alameda, CA, press **3**.

You are requesting sampling supplies from the _____ Laboratory in _____. To correctly fill your request, the following information is needed:

- Your name and daytime phone number, including area code;
- The establishment number, including all letters, of the plant needing supplies;
- The program for which you are requesting supplies, such as 800 residue or MT 03 E. coli; and
- The type and number of supplies needed.

Your request will be filled as quickly as possible. You will be contacted if we have questions. Thank you for using our PhoneMail™ system, and please leave your message at the tone.

1999 Calenders

Item No.	Description
97161	1999 Wall Calendar, 3-Part, Monthly, Red & Black, 11-5/8 x 8-7/8
97137	1999 Daily Desktop Flip Over Pad, Regular Size (3 x 3-5/8")
97145	1999 Daily Desktop Flip Over Pad, Executive Size (3-5/8 x 5-7/8")
93962	1999 Pocket Planner Set, 12 Monthly Diaries, Looseleaf Memo Book
97153	1999 Looseleaf Appointment Book REFILL (For use with 6-ring Binder, Item Number 7200)
97170	1999 Activity Schedule, Monthly (OF-67), 11 x 8 1/2, fits Standard 3-Ring Binder
97196	1999 Calendar Desk Blotter Pad, Size 17 x 22"

Forms Distributed by Personnel Operations Branch in Minneapolis

Form No.	Title	Unit
SF-1164	Claim For Reimbursement	EA
SF-1199A	Direct Deposit Sign-Up Form	EA
AD-202	Travel Authorization/Advance	EA
AD-107	Report of Transfer or Other Disposition of Property	EA
AD-112	Report of Unserviceable, Lost or Damaged Property	EA
AD-287	Employee Suggestion	EA
AD-311	Speed Memo	EA
AD-349	Employee Address	EA
AD-356	Dues Change Between Locals Within National Labor Organization	EA
AD-356-A	Cancellation of or Withdrawal of Dues to Labor Organizations and Associations of Supervisors And Managers	EA
AD-1043	Temporary Leave Transfer Donor Request	EA
AD-1046	Temporary Leave Transfer Recipient Application	EA

FORM AD-349 (REV. 12/93)		U.S. DEPARTMENT OF AGRICULTURE EMPLOYEE ADDRESS		AGENCY USE	
				ACTION CODE	EFFECTIVE DATE
<p align="center">SECTION I</p> <p align="center">Complete Section I with your current or new residence mailing address. This address is used to mail out employee Pay and TSP statements, W-2 forms and other personal documents. NOTE: This form does not change the U.S. Savings Bond address.</p>					
1. NAME (Last, First, Middle)				2. SOCIAL SECURITY NO.	
3. STREET ADDRESS or P.O. BOX				4. APT NO.	
5. CITY NAME		6. STATE or COUNTRY NAME		7. ZIP CODE	
AGENCY USE					
<p align="center">SECTION II</p> <p align="center">FOR EMPLOYEES WITH DIRECT DEPOSIT COMPLETE BLOCKS 13 AND 14 ONLY. Employees who wish to receive their checks in the mail complete blocks 8 through 14 with your current or new check mailing address.</p>					
8. STREET ADDRESS or P.O. BOX				9. APT NO.	
10. CITY NAME		11. STATE or COUNTRY NAME		12. ZIP CODE	
AGENCY USE					
13. SIGNATURE OF EMPLOYEE				14. DATE SIGNED	

Electronic Forms Approved for Use with FormFlow Filler**AD FORMS**

AD 107	Report of Transfer or Other Disposition or Construction of Property
AD 112	Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property
AD 156	External Distribution
AD 202	Travel Authorization/Advance
AD 202Pri	Privacy Act Notice for the Travel Authorization/Advance Form
AD 202M	Attachment for Multiple Travelers
AD 270	Request for Copying/Duplicating Services
AD 287-2	Recommendation & Approval of Awards
AD 287	Employee Suggestion Form
AD 311	Speed Memo
AD 332	Position Description Cover Sheet
AD 495	Honor Awards Nomination
AD 700	Procurement Request
AD 717	Audit for Leave Year 19 ____
AD 757	Miscellaneous Payment System
AD 875	Guide Sheet for First Page Directives
AD 838D	BPA-Invoice - Receipt Certification
AD 838B	Invoice - Receipt Certification

SF FORMS

SF 52	Request for Personnel Action
SF 71	Application for Leave
SF 120 & 120A	Report of Excess Personal Property & Continuation Sheet
SF 122	Transfer Order Excess Personal Property
SF 182	Request, Authorization, Agreement and Certification of Training
SF 182bk	Request, Authorization, Agreement and Certification of Training (reverse pages)
SF 1145	Voucher for Payment Under Federal Tort Claims Act
SF 1164	Claim for Reimbursement for Expenditures on Official Business

FSIS FORMS

FSIS 1200-2	Third Party Draft Request
FSIS 1200-3	Credit Card Order
FSIS 1240-1	Conversation Record
FSIS 2100-5	Advance Acquisition Plan/Log
FSIS 2400-2	Receipt of Accountable Property
FSIS 2610-9	Directive Cancellation Record
FSIS 2610-10	Log Sheet for FSIS Issuances
FSIS 2680-2	Receiving Slip for Printing Material
FSIS 2680-8	Request for FSIS Publications
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VS 10-3	Request for Salmonella Serotyping